[Your name here]  
[Your contact number]  
[Your email address]  
[Your Suburb, State POSTCODE]

**[Date of cover letter application]**

[Hiring Manager]  
[Company]  
[Company address]

**Dear [insert hiring manager’s name],**

I am writing to apply for the position of [insert role title] at [Company name], which was advertised online via [enter the where the job was advertised]. I believe my skills and experience could be a great match with your organisation’s initiatives and culture.

I have enclosed my CV to support my application. It shows that I would bring important skills to the position, including:

* **[Experience.** Include a sentence on your employment background]  
    
  Example: I have been employed in the construction industry for 5 years, working for 2 competitive companies. I was mainly involved with picket fence construction, erecting emu wire and chain-mesh fences, during which time I was able to provide a high level of customer service.
* **[Skills.** Include a sentence of the skills you have developed in your previous roles]   
    
  *Example:* During my time with ABC Building Company, I gained valuable skills in building operations and processes and developed strong knowledge and skills of the use of a variety or tools/ power tools.

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organisation.

Thank you for considering my application. I look forward to hearing from you.

**Yours sincerely,**

**[Your name]**